

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 18, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, May 18, 2009 at 6:00 pm at the Medina Library. President Scott Snyder called the meeting to order.

Roll Call was taken with the following members noted as present: Scott Snyder, Karen Hammon, Shereen Lakhani, Philip Duke, Maria Griffiths, Patricia Boyle and Adrienne Bures. Also present were Library **Staff** members: Carole Kowell, Director; Pauline Chapman, Interim Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Diane Dermody, Marilyn Plitt, Pat Rainey, Heather Rollins, Susan Ungham and Elaine Frankowski. John (Jack) Masterson our new Business Manager/Fiscal Officer was introduced to the Board and all attendees. There were no Guests in attendance.

President Snyder indicated that he would like to Move Item XIII – Executive Session before Item A – **“Unfinished Business”** to the Agenda for tonight’s meeting.

A motion was made by Shereen Lakhani and seconded by Maria Griffiths to approve the distributed **Revised Agenda** with the additional change. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Recognition of Guests and Comments From the Public – President Snyder acknowledged all in attendance. The Board welcomed Jack Masterson to MCDL and indicated that they are looking forward to working with him. Masterson indicated he is happy to be here and looks forward to working with everyone.

Approval of Minutes - A motion was made by Patricia Boyle and seconded by Maria Griffiths to approve the **April 20, 2009 Regular Meeting Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

A motion was made by Patricia Boyle and seconded by Maria Griffiths to approve the **April 23, 2009 Special Meeting Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - abstained, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder – aye.

A motion was made by Shereen Lakhani and seconded by Maria Griffiths to approve the **May 2, 2009 Retreat/Special Meeting Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder – aye.

Interim Fiscal Officer, Pauline Chapman discussed the distributed April 30, 2009 **Financial Report**. She indicated that there was nothing new or unusual to report. Chapman also indicated that we continue to be very conservative in our spending. Our expenses are down and we are looking at additional cutbacks. Chapman also indicated that we received the roll back money from the County. The Board asked Chapman if we were going to receive the refund for the taxes paid on the Victorian Village property for 2008 and Chapman indicated that we would not. She has prepared the proper documentation for 2009 so we will receive that refund. A motion was made by Patricia Boyle and

seconded by Maria Griffiths to accept the April 30, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell announced that the system-wide transacting circulation was down slightly due to the longer loan period of three weeks as also indicated in last month's report. Door count continues to be up from 2008 and pick up locker use has increased from 45 to 86 this year. Carole brought to the Board's attention information distributed pertaining to the language in the Policy & Procedure Manuals with regard to circulating of petitions. To comply with laws governing free speech, libraries are advised to be less restrictive. Petitions may not be displayed, distributed or circulated in the library buildings but may be circulated outside our buildings on library property. No Board action is necessary. This is only for information purposes.

The **April Personnel Report** was reviewed. A motion was made by Karen Hammon and seconded by Patricia Boyle to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Shereen Lakhani indicated that the **Finance Committee** had no report.

Karen Hammon indicated that the **Personnel Committee** had no report.

Philip Duke indicated that the **Planning Committee** had no report.

Maria Griffiths indicated that the **Policy & Bylaws Committee** had no report.

Communications – Director Kowell shared a thank you note from Medina Hospice for the knitted scarves recently donated by MCDL.

At 6:10 pm, upon motion made by Maria Griffiths and seconded by Patricia Boyle, the Board moved to enter into **Executive Session** to discuss compensation of a Public Employee. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 6:15 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Unfinished Business - Approval of Business Manager Contract – After considerable interviewing and discussion with the Board and key staff, a recommendation is being offered to approve the attached contract for the Business Manager position to John Masterson. The draft contract has been seen by Mr. Masterson, approved by Brian Richter of the County Prosecutor's office and is now ready for approval by the MCDL Board of Trustees. **RESOLUTION 09-19** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached Contract for John (Jack) Masterson as MCDL Business Manager beginning May 18, 2009.** The roll vote was as follows: Karen Hammon - aye, Shereen

Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Revised/Updated Board Meeting Schedule** – An updated schedule was presented that would reflect the following location changes for the June, July, August and September 2009 meetings.

June 15, 2009	Buckeye Library
July 20, 2009	Brunswick Library
August 17, 2009	Lodi Library
September 21, 2009	Highland Library

RESOLUTION 09-20 Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the revised/Updated Schedule as outlined above.** The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval of Brunswick Book Drop Addition Contract** - The contract is now with the Prosecutor's office for revision and will be presented to the Board when completed.

The next item was **Inter-Library Loans Resolution/Revisited** - A recommended Resolution was presented for consideration that would charge fees for interlibrary loan requests. This was first recommended in October, 2008 at which time the Board asked that we monitor this for another six months and bring back to the Board for consideration at that time. Inter-library loans (ILL) are a staff intensive service MCDL offers free of charge to our patrons, even though the service is a costly one used by only a small percentage of our patrons. An ILL loan is for a book, journal article, etc. that cannot be found anywhere in CLEVNET or online and therefore must come from a library (public, private or academic) outside the CLEVNET boundaries. The process begins when a staff member fills out an ILL loan request form. Staff in Medina then research online databases to locate the requested item, searching to find the item in a location that preferably does not charge a fee to send the material, which isn't always possible. Once the item has been located, the request is sent to OLC via OHIONET which processes the request. OHIONET charges MCDL a fixed ILL monthly subscription fee based on how many ILL requests MCDL has made in the past. Also tacked on is a monthly access subscription fee charging MCDL for the use of their services. Often, lending libraries charge a fee (fee management) to send their materials to another library. When this happens, OHIONET assesses those charges too. Once the patron returns the ILL, MCDL must send the item back to its home library via UPS, if out-of-state, which adds another cost to MCDL. MCDL's ILL subscription fee is \$163.20/month. Access fee is \$36.95/ month. Fee management costs: January - March = \$300. (Fee management costs for March were \$184.) UPS costs (95% of which are ILL related) through April of this year = \$1,179.30. Total price of providing free ILL service to date is \$2,279.90 plus staff processing time. If this expense continues at its present rate, the ILL budget line

item will be short by year's end. Charging a fee will recoup some of these expenses. To totally pay for the service would be cost prohibitive for the majority of ILL patrons. The reason to charge a fee is not to make money, but to reduce costs. By implementing a fee, many requests will be cancelled, saving the library further costs and reducing MCDL's monthly subscription fee. **RESOLUTION 09-21** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves charging patrons for ILL requests. Staff proposes charging a flat fee of \$5 per ILL request, plus any fee management costs from the lending library that are charged to MCDL. The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Collection Agency Discussion** – No Resolution was presented however Director Kowell prepared a detailed report on her research findings. Cleveland Public Library (CPL) has been working with Unique Management Services, Inc., the leading material-recovery service for libraries with almost 15 years of experience and a client list of over 1,000 libraries throughout the U.S., Canada, U.K., and Australia. Using the “gentle nudge” approach, UM understands that libraries are unique and need a special kind of collection service which emphasizes material recovery and patron goodwill. According to their Web site (www.unique-mgmt.com), Unique Management guarantees that they can help a library recover monies sufficient to pay the cost of their services. Unique Management has formed a partnership with CLEVNET and our library-automation vendor, SirsiDynix. The Sirsi 3.3 software update is now in beta testing and is scheduled for release in early July. The collection agency could be hired as early as this summer, but certainly before year's end, according to CPL. Some CLEVNET libraries, including Wayne County and Orville, are already using Unique Management. These libraries must manually transfer individual patron records to the collection agency. This process is staff intensive. When the updated Sirsi software is installed, patron records can be automatically transferred to the collection agency, and any monies collected will be automatically recorded by CPL.

For MCDL to use another collection agency, any patron accounts slated for the collection agency would have to be manually transmitted, unless they were vendor compatible with Sirsi. For a small library this might make financial sense, but not for a library system as large as MCDL. No other collection agency was considered by CPL. Meetings with libraries interested in hiring Unique Management will be scheduled soon by CPL. Policies, such as what accounts are turned over to the collection agency and processing fees, will be standardized. Whether Unique Management will offer a discounted fee for CLEVNET libraries has not been discussed, but a discount is possible. Kowell made the following recommendations:

- Hire Unique Management as soon as the service is available through CLEVNET, because:
 1. UM saves staff time
 2. UM is compatible with Sirsi
 3. UM means standard policies with CLEVNET libraries
 4. UM maintains patron goodwill
 5. UM works only with libraries
 6. UM guarantees that recovered monies will pay the cost of the service.

Updates will follow. The Board agreed with Director Kowell's findings and a Resolution will be brought back to the Board at a later date.

The last item was **2009 Budget & Cost Cutting Discussion** - Kowell and Chapman distributed handouts pertaining to updated General Fund Projections, list of 2009 Budget Cost Savings that have been or will be implemented, several graphs that show the Public Library Fund changes from 2008 to the present both in dollar amounts and percentage of changes. A discussion was held. The Board will use this information later in the Agenda after the 2010 Tax Budget is approved at which time a Resolution to approve to cut the 2009 Tax Budget will be offered for consideration.

New Business – Retirement Incentive - Human Resources Manager, Craig Harwick distributed handouts explaining the proposed Retirement Incentive Plan. The Parameters of the Plan and a Cost Analysis were distributed which explained the proposal and was used to help with discussions. The grounds for offering the incentive are to reduce costs going forward by either not replacing those who retire or making adjustments to the positions left open that would result in a savings going forward. This plan will need to be discussed with the Union as well. **RESOLUTION 09-22** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the proposal for a Voluntary Retirement Incentive Plan to be effective July 1, 2009. The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Circulation Policy Change – Educator Card** – A recommended Resolution was presented that would change the Educator Card profile to not allow checkouts of DVDs and “new adult fiction books” on the Educator Card. Abuse of the Educator Card status at CLEVNET libraries is rampant. As of February 15, 2009, MCDL totaled 1,668 ME-EDCTR user profiles. Of that number, 44% of the accounts were delinquent, blocked or barred.

At MCDL, Educator status allows four week loans on all MCDL materials, including movies and new books. Educators are to use their personal cards for non-classroom materials, but seldom present a personal card. Currently there is no link between the two cards, and verification of continued status is not requested when privileges are renewed. It is recommended that the educator profile be changed to not allow checkouts of DVDs and “new adult fiction books” on an educator card. (MCDL DVDs are not licensed for classroom use, and new adult fiction is not used in classroom settings.)

As an example, one adult DVD “Baby Mama” had over 350 educator card holds before the item was released. Since Educators can currently check out the items and hold them for four weeks, this privilege abuse is causing delays in circulating popular materials to adult profile patrons. This recommendation is in line with the borrowing policy change effective January 1, 2009; DVDs and new fiction have 14 day loans, books and other materials 21 days. **RESOLUTION 09-23** Upon motion made by Maria Griffiths and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change in the Educator Card profile to not allow DVD’s and new adult fiction to be checked out on an Educator Card. The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval of 2010 Tax Budget** - A recommendation was offered to approve the 2010 Tax Budget for submittal to the Medina County Budget Commission by the end of May, as required by state law. In the past the tax Budget was used to justify the amount of the Local Library Government Support Funds (LLGSF) that MCDL receives as a source for operational funding.

Since the library has a formal LLGSF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality. Actual results for the fiscal years of 2007 and 2008, Appropriation Budget for 2009 and Proposed tax Budget for 2010 were distributed for discussion purposes. **RESOLUTION 09-24** Upon motion made by Philip Duke and seconded by Karen Hammon, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the 2010 Tax Budget for submittal to the Medina County Budget Commission. The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval to Cut 2009 MCDL Budget** - A recommended resolution was offered that would approve the cutting of the MCDL Budget for 2009. Public Library Fund (PLF) projections for 2009 are estimated to be 15% - 20% below 2008 revenues. Because the PLF accounts for 43% of MCDL's total revenue, this drop in revenue is significant, resulting in revenue shortfalls of between \$498,000 to \$766,770. Based on the latest revenue shortfall projections, the Board would like to see an additional cut to the budget of another \$200,000 to the revised budget which reflected over \$200,000 in cuts already taken. Director Kowell presented six cost cutting scenarios for 2009/2010 at the May 2, 2009 Board Special/Retreat Meeting. Director Kowell then distributed at the meeting this evening, an updated list of 2009 budget cuts for a grand total of approximately \$411,000. Based on the above information a Resolution is being presented that would cut the MCDL Budget by \$400,000 to reflect the difficult economic climate for the current fiscal year of 2009. **RESOLUTION 09-25** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby authorizes the Director and/or Interim Fiscal Officer to cut the MCDL Budget by \$400,000 to reflect the difficult economic climate for the current fiscal year of 2009. The roll vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Donations Upon motion made by Maria Griffiths and seconded by Patricia Boyle the following **Donations** were accepted **with gratitude**:

- \$150 FROM VALLEY CITY CHAMBER OF COMMERCE TO SPONSOR BUCKEYE LIBRARY SIGNATURE EVENT "BUCKEYE BUILDERS"
- \$2,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2009 SRC PROGRAM
- \$4,500 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2009 SRC PROGRAM
- \$200 FROM FRIENDS OF THE MEDINA LIBRARY FOR OUTREACH DRUMMING PROJECT
- \$50 FROM MEDINA NEEDLEWORK GUILD TO PURCHASE BOOK/BOOKS FOR MEDINA LIBRARY
- \$25 FROM I BELIEVE CIRCLE OF KING'S DAUGHTERS IN THANKS TO ELIZABETH NELSON FOR POETRY PROGRAM
- \$50 FROM MEDINA COUNTY GENEALOGICAL SOCIETY TO PURCHASE BOOK FOR MEDINA LIBRARY
- \$25 FROM I BELIEVE CIRCLE OF KING'S DAUGHTERS IN THANKS TO ELIZABETH NELSON FOR POETRY PROGRAM

- \$50 FROM MEDINA COUNTY GENEALOGICAL SOCIETY TO PURCHASE BOOK FOR MEDINA LIBRARY

Trustees' Comments – The Board indicated that it was good to see Phil back at the meeting. All welcomed Jack Masterson again to MCDL and look forward to working with him. The Board also thanked the union representatives and members for their willingness to talk and help during these difficult economic times. Interim Fiscal Officer, Pauline Chapman was thanked again for all her hard work during the transition before selecting a new Business Officer. The Board also thanked Carole Kowell and all Staff that have been working so hard on cost cutting measures, etc. Human Resources Manager, Craig Harwick indicated that he is planning presentations from various health vendors in order to find the best future options for MCDL. When finalized he will let all Board members know should they wish to attend. A Resolution could come before the Board at a later date.

There was no need for an additional **Executive Session**.

The meeting was adjourned at 7:00 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, June 15, 2009, 6:00 pm
At Buckeye Library

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary